BA-3 (Internet)

The proposed BA-3 (Internet) is not a form in the traditional sense but more of a process. *Although it collects essentially the same information as the other approved versions of the BA-3*, it consists of a series of screens, which collect the necessary information and provide for the required notices and certifications, as well as help messages designed to guide the user through the system and complete a successful transaction.

1. Upon logging onto ERS, the system recognizes the level of access previously given the user and presents them with 1 of 2 options.

   a. <u>If the user has administrative rights</u> or is a designee with *Update* rights for multiple subsidiaries, they must first access a drop down menu on the *Select an Employer* screen **<u>(Screen 1)</u>** to select the subsidiary for whom they are submitting the report.

   b. <u>If the user has *Read* rights or *Update* rights</u> for only one subsidiary, the system automatically recognizes their employer BA Number and displays the appropriate railroad information after they select the year they are reporting from the drop down menu on the *Report Year* screen **<u>(Screen 2)</u>**.

2. To assist in the completion of the BA-3 report, the user is presented with the *BA-3 Options screen* **<u>Screen 3</u>**, which consists of 4 options:

   a. <u>Option 1 - Pre-fill screens with employee SSNs, Names, and Payroll IDs</u>

      (1) The *BA-3 Employee Data Entry* screen **<u>(Screen 4)</u>** appears listing the user's employees by the last 4 digits of their social security numbers, then last name, middle initial, first name and payroll ID. The bottom of the screen shows the BA-3 *Grand Totals,* which include the number of employees and the total amount of each type of compensation that is reportable. The totals automatically update as changes are made to the *BA-3 Details* screen (see (2) below and **<u>Screen 5</u>**).

      (2) Clicking on an employee's social security number, accesses the *BA-3 Details* screen **<u>(Screen 5)</u>** where the user can enter the service and compensation information for that employee, save the data and return to the *Employee Data Entry* screen for the next entry.

   b. <u>Option 2 - Provide blank screens with no pre-fills</u>

      The user selects this option to manually enter the employee's name, social security number, payroll ID, service and compensation on a blank *BA-3 Details* screen **<u>(Screen 5a)</u>**. After making all the necessary entries for the employee, the user can save the data and return to the *Employee Data Entry* screen **<u>(Screen 4)</u>**.

      Under Options 1 and 2, the user may also update the employee's address while on the *BA-3 Details* screen **(bottom of Screens 5 and 5a)**, by clicking the button below "Address." Under Option 1, the user can type over the address of record and save the changes. Under Option 2, the address fields are blank and the user must enter an address.

   c. <u>Option 3 - File a zero BA-3 report</u>

The user selects this option to indicate they have no employees to report.

d. Option 4 - Upload a completed BA-3 report file

The user selects this option to upload a BA-3 electronic file formatted to the correct record layout specifications. Pressing “Submit” brings up the *Employer Upload* screen **(Screen 6)** where the user must press the “Browse” button to locate the file to upload to ERS. Pressing the “Upload File” button will then cause the file to be uploaded for approval.

Approving the BA-3 report via the “Approve all Records” tab on the *BA-3 Employee Data Entry* screen **(Screen 4)** updates the screen by entering a “check mark” in the status field of each employee reported **(Screen 7)**; showing the total number of employees included in the report; and the total compensation reported. At this point the user can print a *Summary Report* **(Screen 8)**, which shows the number of employees included in the approved report, the Tax Year, Employer BA Number, Company Name, compensation totals, the approver’s name, the report type, and the processing date.

Under Options 1 and 2, the user must provide, for each employee, the number of months worked in the year and the amounts of RUIA I, RUIA II, RRA Tier I, RRA Tier II, RRA Miscellaneous Compensation and RRA Sick Pay earned for the reporting year. After entering the necessary information, the user can (1) save the data; (2) reset the screen to clear or re-enter any previous incorrect entries; (3) delete the employee or record altogether or (4) exit and take no action. After selecting one of these options, the user is returned to the *BA-3 Employee Data Entry* screen **(Screen 4)** to (1) enter a new record; (2) approve the entire BA-3 report; (3) return to the *BA-3 Options* screen **(Screen 3)**; (4) delete the entire BA-3 report or (6) request a *Summary Report* (see Item E and **Screen 8**).

3. The Paperwork Reduction Act Notice **(Screen 9)** can be accessed through the *BA-3 Details* screen **(bottom of Screens 5 and 5a).**